

Leatherby Libraries Reopening for Fall 2020 (Beginning October 19th)

Building Hours

Leatherby Libraries operating hours:

Monday – Thursday	7am to 10pm
Friday	7am to 5pm
Saturday & Sunday	10am to 5pm

Service Desks and Departments

The Circulation Desk is open to provide physical access to study spaces and the Leatherby classrooms. Access to the library collections will be available through the “Place a Hold” feature in the library catalog.

The Reference Desk is open for remote services only. For assistance accessing library resources or for reference and instructional support, patrons can contact the Reference Desk at libweb@chapman.edu or call (714) 532-7714.

The Interlibrary Loan Desk is open for remote service only. Interlibrary loan requests for articles and online documents will continue to be unlimited. Requesting of physical interlibrary loan items will be limited through the end of December 2020.

Limits for requesting interlibrary loan items are as follows:

Faculty – 20 requests for Orange Campus pick-up / Document Delivery limit is 10

Doctoral Student – 10 requests / Document Delivery limit is 10

Undergraduate & Graduate Student – 5 requests / Document Delivery limit is 5

Staff – 5 requests / Document Delivery limit is 5

For assistance with requesting of interlibrary loan materials students, faculty, and staff can contact the Interlibrary Loan Department at ill@chapman.edu or call (714) 532-6025.

The Huell Howser Archives and the Sala and Aron Samueli Holocaust Memorial Library are closed through the end of December 2020.

The Center for American War Letters Archives and the Frank Mt. Library of Special Collections and Archives are available by appointment only. For individual appointments, please contact Laurie Cussalli at gates@chapman.edu.

The IS&T Service Desk and Card Services are open for remote services only. Support services will be contactless and by appointment. For more information regarding the [IS&T service desk](#), please visit their website. Students, faculty, and staff needing support can submit a ticket via the Service Desk ticketing system at servicedesk.chapman.edu or call (714) 997-6600.

The Rotunda Café will be closed and the vending machines will be unavailable through the end of December 2020.

Building Access

The Leatherby Libraries will only be allowing current students, faculty, and staff to enter the building. No other community or guests will have access to the building through the end of December 2020.

All patrons (current students, faculty, and staff) entering the building must check-in at the Circulation Desk and be cleared to proceed into the library. Signs, stanchions, and Panther Paws will be used to direct traffic and mark where patrons must wait for assistance.

Patrons must provide both their University ID card and the daily health screening email confirming that they have been cleared to be on campus. The confirmation email can be displayed on a mobile device or provided in hard copy. Patrons can also display their digital barcode using the MyLibrary! application in place of the University ID card. No other form of identification will be accepted.

Access to the Leatherby classrooms will be granted if a patron meets one of the following criteria:

- Student is attending class in the Leatherby classrooms.
 - Library class must be scheduled to begin within 15 minutes of entry.
 - Students will need to indicate which class they are enrolled in to circulation staff.
 - Circulation staff will confirm provided information and allow entry.
- Faculty/Lecturers teaching in the Leatherby classrooms.
 - Communicate with library staff that they are teaching in the Leatherby classrooms.
 - Early access to Leatherby classrooms will be granted if the classroom is unoccupied.
- University staff and facilities personnel needing access to the Leatherby classrooms to provide support or maintenance.
 - Communicate with library staff regarding need for access.

Access to the Leatherby Libraries will be granted if a patron meets one of the following criteria:

- Patron has an appointment scheduled with a Leatherby Libraries or IS&T staff member.
 - Circulation staff will have a list of approved appointments scheduled in the building.
 - Patron will be allowed to enter once Leatherby Libraries or IS&T staff member has been contacted.
- Patron has a reservation in the Study Space Reservation system. All study spaces including carrels, rooms, tables, and computer workstations require a reservation.
 - Reservations are available in increments of 30 minutes.
 - Patron can only proceed if their reservation has started, early access will not be permitted.
 - Reservations will be limited as follows:
 - 1-4 hour blocks: Faculty and Affiliated Scholars.
 - 1-4 hour blocks: Undergraduate, Graduate, and Doctoral students.
 - 1-3 hour blocks: Extended Education Students, Lecturers, and Staff/Administrators.
 - Alumni and Brandman patrons will not be permitted to make reservations through the end of December 2020.
 - Study rooms will be unlocked. Dry erase markers and erasers will not be provided.
 - Circulation Department will have detailed maps that show exact locations of all study spaces.

Limited access to the Leatherby Libraries will be granted if a patron meets one of the following criteria and will be instructed to leave the library once their transaction has been completed:

- Patron is picking up items they have requested from the Leatherby Libraries collections.
- Patron is picking up equipment they requested from IS&T.
- Patron is picking up a University ID card they requested from Card Services.
- Patron is checking out a Course Reserve item.
- University staff and facilities personnel needing access to the Leatherby Libraries to provide support or maintenance.
 - Communicate with library staff regarding need for access.

Library Use Policy

When students, faculty, and staff are in the Leatherby Libraries, they must follow the policies and guidelines listed:

- Wear a face mask or a face shield with a drape, which covers the mouth and nose. Gaiters are not acceptable face coverings.
- Maintain recommended social and physical distancing.
- Food and drink are **NOT** permitted.
- Adhere to guidelines determined by state and county guidance for close quarters areas which include:
 - Classrooms
 - Restrooms
 - Elevators
 - Hallways
- Frequent hand washing and hand sanitizing.
- Wipe down/sanitize study areas before and after use.
- Browsing the library collections will **NOT** be permitted.
- Use of a study space is limited to the time reserved. Patrons must exit the library when their reservation time is completed.
- Patrons can remain in the library if they have a current reservation or a scheduled class in the Leatherby classrooms. Remaining in the library after a reservation is completed or class has ended is not permitted.
- Patrons are **NOT** permitted to remain in any undesignated areas.
- Undesignated areas include:
 - Sitting or standing areas not marked with a Panther Paw.
 - Sitting or standing in the library collections.
 - Lower Level/Basement
 - Center for American War Letters Archives
 - Huell Howser Archives
 - All staff areas
 - 1st Floor
 - All staff areas
 - 2nd Floor
 - All staff areas

- 3rd Floor
 - Rotunda area
 - All staff areas
- 4th Floor
 - The Sala and Aron Samuelli Holocaust Memorial Library
 - The Frank Mt. Library of Special Collections and Archives
 - Fashionables Terrace
 - All administrative offices and reception areas
 - All staff areas
- Patrons are **NOT** permitted to move or adjust furniture in the study areas. All furniture in the building have been adjusted to meet state and county guidance for safe social distancing.

Additional Policy Details

Access to physical items in the Leatherby Libraries collections:

- Patrons are **NOT** permitted to physically browse the Leatherby Libraries collections.
- Patrons must use the “Place a Hold” feature in the online library catalog to browse the collections.
- If a patron inadvertently pulls items from the Leatherby Libraries collections, those items will not be checked out.
- Items will be placed into a minimum 72-hour quarantine.
- At the end of the quarantine period, items will be available for the patron to check out.

Study Space Reservations:

- Patrons are required to have a current reservation when using a study space in the library.
- Access to a study space will be granted at the start time of the reservation.
- Patrons will not be allowed to access reserved study spaces earlier than the designated time.
- At the end of the reserved time, patrons must exit the building.
- Patrons are allowed to remain in the building if they have consecutive reservations for study spaces.
- If there is a time gap between reserved study spaces, patrons must exit the building and return at the start of the next reservation.

Non-Compliance: Non-compliance or not observing Chapman University and the Leatherby Libraries safety protocols and procedures will be referred to and addressed by the designated responsible entities, including: Public Safety, Dean of Students, and Human Resources.

- Library staff will regularly patrol the building to ensure that all library patrons are adhering to the Leatherby Libraries use policies and guidelines.
- Patrons found to be not adhering to stated Leatherby Libraries polices will be asked by library staff to comply.
- Patrons that refuse to comply when directed by library staff will be asked to exit the building.
- Public Safety will be contacted if patrons refuse to exit the building.